



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-31

7 July 2010

TECHNICIAN PERFORMANCE APPRAISAL PROGRAM – PERFORMANCE PLAN

1. The next rating cycle for the Technician Performance Appraisal is 1 July 2010 – 30 June 2011. Supervisors will create, or have technicians make, performance plans including their critical elements/job objectives within 15 calendar days from the start of the rating cycle.
2. If creating their own performance plans for the new appraisal period, technicians may utilize their previous plans, copying them for guidance, by following these steps:
 - a. From the “Create New Plan” drop down menu, select “National Guard (Title 32).”
 - b. Change the dates to the following:
 1. Appraisal Start Date: **01-Jul-2010**
 2. Appraisal End Date: **30-Jun-2011**
 3. Appraisal Effective Date: **01-Jul-2011**
 - c. Click the “Copy from Existing Plan” button.
 - d. Click the “Find” button; it will display prior technician performance plans.
 - e. Click the “Copy” button of the selected plan, and the system will copy the mission statement, as well as critical elements.
 - f. After making any needed changes, send the plan to the Higher Level Reviewer for approval.
3. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.

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